

DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 3rd Floor Pencardia 1 Building.
- FOR ATTENTION** : Ms L Motlhala
- CLOSING DATE** : 20 October 2017
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

- POST 39/28** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
- SALARY** : R334 545 per annum, Level 09
- CENTRE** : Pretoria
- REQUIREMENTS** : A three (3) year Bachelor's Degree/ National Diploma in Human Resources Management/Social Science or equivalent qualification with five (5) years' experience in a Human Resource environment. A valid driver's licence. Technical Competencies: Knowledge of PERSAL, Public Service Act, Public Service Regulations and prescripts from Public Service and Administration. Skills: Language proficiency, report writing, computer literacy. Core Competencies: Project management, Knowledge management, Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication and Honesty and Integrity.
- DUTIES** : The successful candidate will perform the following duties: Administer conditions of service, remuneration and employee benefits. Maintenance of PERSAL. Administer and maintain personnel information system. Coordinate Human Resource Development activities. Implement the Public Service Act, Public Service regulations and Departmental policies pertaining to recruitment, selection and related activities. Ensure effective implementation of recruitment processes. Administer health and wellness programme for the Department.
- ENQUIRIES** : Ms L Motlhala Tel no: (012) 336 5824